



### Conditional Use Checklist

1. \_\_\_ **A Completed Land Use Application Form or Forms with All Property Owner Signatures (P)**  
Provide complete contact information for the applicant, owner(s), and applicant’s representative.
2. \_\_\_ **Narrative with Code Responses (P/DS)**  
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. For Conditional Use applications this requires applicable Comprehensive Plan Goals and Policies. A template is provided at the Pre-Application Conference.
3. \_\_\_ **Neighborhood Association Meeting (P)**
  - A sign-in sheet of meeting attendees
  - A summary of issues discussed
  - A letter or email from the neighborhood association or CIC indicating that a neighborhood meeting was held.
  - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
4. \_\_\_ **Pre-Application Conference Summary Notes (P/DS)**
5. \_\_\_ **Additional Information or Reports (P/DS)**  
If Required in Pre-Application Conference (e.g. parking agreements, traffic or technical studies).
6. \_\_\_ **A Current Preliminary Title Report or Trio for the Subject Property(ies) (P)**
7. \_\_\_ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels (P)**  
The names and addresses of property owners within 300 feet of the site from a title company
8. \_\_\_ **Printed Copy of Application (P)**  
One (1) printed copy of all information, reports, and drawings (full-sized & 8.5” by 11”)
9. \_\_\_ **Electronic Version of All Application Materials (P/DS)**  
Provide on Disk, Thumb-Drive or Arrange to Upload/Download files with Staff
10. \_\_\_ **Documentation indicating there are no liens favoring the city on the subject site (P/DS)**
11. \_\_\_ **Tax Receipts (P)**  
A receipt from the county assessor's office indicating that all taxes for the lot or parcels involved are paid in full for the preceding tax year.
12. \_\_\_ **All Required Application Fees (P)**

*(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.*

*(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.*

***Incomplete applications will not be processed.***